

**To:** Hupp, Millan[hupp.millan@epa.gov]  
**From:** Millan Hupp  
**Sent:** Mon 3/13/2017 9:59:08 PM  
**Subject:** EEI Board of Directors Meeting  
EEI Board of Directors Meeting.docx

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MILLAN HUPP

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**Briefing Memo for Administrator Pruitt**

**U.S. Environmental Protection Agency**  
**Washington, D.C**

**Tuesday, March 14, 2017**

**EEI Spring 2017 Board of Directors Meeting**  
**Delivering 30-minute address**

**Location:** Mandarin Oriental – 1330 Maryland Avenue SW, Washington DC 20024  
Ballrooms A & B located one level below the lobby.

**YOUR Time:** 9:30AM – 10:15AM

**POC:** Jim Owen – 202.256.8447

**Audience:** 250 industry executives

**I.BACKGROUND**

- Edison Electric has invited the **YOU** to speak at their Spring Board meeting.
- EEI is a Washington based trade association that represents all the nation's investor – owned electric companies.


**II.TIMELINE**

- **9:30AM – 9:45AM** – Administrator meets with Sean Trauschke (CEO of OG&E) and Nicholas Atkins (CEO of American Electric) in Freer Room (hold room next door to ballroom).
  - Administrator will also be getting prepped and mic'd up at this time.
- **9:45AM – 10:15AM** – Sean Trauschke introduces the Administrator
- Administrator speaks for 15 – 20 minutes then takes 10 minutes of questions. *He should be leaving the stage at 10:15. [Closed press]*

**III. PARTICIPANTS**

- Quin Shea – will meet YOU upon arrival (bio attached)
- Tom Kuhn – president of Edison Electric Institute (bio attached)
- Jim Owen – point of contact for event (bio attached)
- Sean Trauschke – CEO of OG&E (bio attached)
  - Will be introducing Administrator and will meet him in the Freer Room (hold room) prior. Knows well from OK.
- Nicholas Atkins – CEO of American Electric (bio attached)

**III. SECURITY**

 has contact info for security teams at the hotel and the team contracted by EEI.

Torchstone Global

Joseph Funk – Sr. VP  
410.903.1084  
jfunk@torchstoneglobal.com

- Administrator should be picked up and dropped off at the Main Avenue entrance. It is closest to the hold room and ballroom.
- Audience will not have the opportunity to approach the Administrator but it is possible there may be loiterers outside the ballroom.

#### **IV. SPEECH/TALKING POINTS**

- Audience of 250 with 50 – 55 industry CEOs also in attendance
- John has been given materials for speech which will be provided separately

#### **V. MEDIA**

- Closed press.
- John will be securing pictures for social media.

#### **VI. ATTACHMENTS**

Schedule  
Background  
Possible questions  
Talking points

#### **VII. MISC.**

- Staff does not need credentials.
- Coffee will be available in the hold room (Freer Room).
- Travel time to and from hotel is .7 miles (about 7 minutes).